

# African-American Heritage Preservation Grant

## Application Instructions

**Application materials** include:

- Grant Guidelines
- Application with Checklist of Attachments
- Application Instructions (this document)

These forms are available on the MHT website at:

[http://mht.maryland.gov/grants\\_africanamerican.html](http://mht.maryland.gov/grants_africanamerican.html)

These forms may also be obtained in hard copy from MHT by contacting Kathy Monday at 410-514-7627 or [kmonday@mdp.state.md.us](mailto:kmonday@mdp.state.md.us).

For assistance in the development of **project purpose and scope**, please contact Dr. Joni Jones, MCAAHC Director, at 410-216-6190 or [JJones@goci.state.md.us](mailto:JJones@goci.state.md.us).

For assistance in the development of **capital project or technical preservation assistance**, please contact Anne Raines, MHT Capital Grants and Loans Administrator, at 410-514-7634 or [Araines@mdp.state.md.us](mailto:Araines@mdp.state.md.us).

**Workshops** about the Program will be held across the state in March 2011. For more information and to RSVP, please check MHT's website at [http://mht.maryland.gov/grants\\_africanamerican.html](http://mht.maryland.gov/grants_africanamerican.html) or contact Kathy Monday at 410-514-7627 or [kmonday@mdp.state.md.us](mailto:kmonday@mdp.state.md.us).

## Filling out the Application

- All items on the electronic Application that require a response from the applicant are represented by gray squares. Clicking on a gray square will enable you to insert a response to a question, or check a box. As you type, the gray text areas will expand, but will only allow a limited number of words. Therefore, keep your responses succinct. Please do not continue your responses onto additional pages. If you decide to print out the form and type or fill in the answers by hand, you are welcome to do so, but do not exceed the space provided.
- All responses should be made directly on the Grant Application form.
- Please do not re-type the application or create a hand-made answer sheet for your responses.
- This document may be filled-in on a computer, but it must be printed so that a hard copy can be sent to our office with ORIGINAL SIGNATURES and appropriate attachments. Your Application will NOT be accepted as complete if it is faxed or emailed to our office. Sending in the electronic application ahead of the hard copy will not meet the application due date should your hard copy and attachments fail to reach our office by the post-mark deadlines. If we do not receive the entire package by the designated deadline for the final application submission, your application will not be accepted and your project will not be reviewed.

## Submitting the Application

- **Applications for the Fiscal Year 2013 African American Heritage Preservation Grant Program must be postmarked by July 15, 2011. Late applications will be returned unopened to the sender.**
- The application including duplicate copies and all required attachments must be ***sent in hard copy*** to:  
**Anne B. Raines**  
**Capital Grants and Loans Administrator**  
**Maryland Historical Trust**  
**100 Community Place**  
**Crownsville MD 21032**
- The Application contains a Checklist of Attachments which indicates the order in which your documents should be assembled.
- The Checklist also indicates how many copies of all documents are needed.
- All applications and supporting materials should be printed on standard 8 1/2" x 11" paper.
- Please do not bind your application or use a binder, notebook, page protectors, etc.

The numbers in the left-hand column correspond to the question numbers in the application. Detailed instructions are *not* given for all questions.

1	<b>Project Data: Legislative District</b> Consult your local library or government to obtain the State Legislative District number (and Subdistrict letter) for your project area. You can also call the Legislative Reference Information Service at 410-841-3810 or go to <a href="http://www.mdelect.net">www.mdelect.net</a>
1	<b>Project Data: Tax Map, Tax Parcel, Tax Account ID Number</b> This information may be obtained by calling the State Department of Assessments and Taxation at 410-767-1184, or by visiting <a href="http://www.dat.state.md.us">www.dat.state.md.us</a> and clicking on Real Property Data Search.
2	<b>Project Summary:</b> Provide a brief summary of the proposed project. Dollar amounts in the right-hand column must match those provided in #15, Budget.
3	<b>Grant Applicant Data:</b> The grant applicant does not necessarily have to be the property owner. The person listed under “Contact Name” is the person to whom all correspondence about this application and the project will be addressed.
6	<b>Designation:</b> <ul style="list-style-type: none"> <li>If you are unsure whether the property is individually listed on the Maryland Register of Historic Places, or located in a historic district, please contact Jan Gowing at the Maryland Historical Trust, Office of Research, Survey, and Registration, at (410) 514-7644 or <a href="mailto:JGowing@mdp.state.md.us">JGowing@mdp.state.md.us</a>, or visit the Trust’s website at <a href="http://mht.maryland.gov/nr/index.html">http://mht.maryland.gov/nr/index.html</a>.</li> <li>To find the property’s MIHP number, search in <a href="http://www.mdihp.net/">http://www.mdihp.net/</a></li> <li>To find out if the property is locally listed, contact your local (county or city) government’s planning department or historic district commission (HDC). You can find contact information for local HDC’s by using the map and list here: <a href="http://mht.maryland.gov/commissions.html">http://mht.maryland.gov/commissions.html</a></li> </ul>
	<b>PLEASE NOTE: If the Maryland Historical Trust holds an easement on the property, or if an easement is in progress, you MUST obtain MHT’s approval of the work proposed in this grant application BEFORE submitting the grant application. See application checklist #11 for more information.</b>
13	<b>Description of work:</b> <ul style="list-style-type: none"> <li>Provide an overall description of the proposed work to be performed. Define your “project” carefully and define it consistently throughout the application. Be as specific as possible about what you plan to accomplish and what work is included. Your project must be able to be completed within the two-year timeframe of the grant (see grant administration schedule in Grant Guidelines). Also remember that all grant funds AND all matching funds and other project funds must be expended on the project you define and must be expended within the two-year timeframe.</li> <li>If the project is phased, identify the specific phase of the project for which funding is being requested and explain what work is to be performed in that phase. Discuss how that phase fits into the larger project including past as well as future work/phases. Provide as much information as possible, including dates for all the phases, planned or completed, and describe specifically how the project will be/has been phased. <b>Keep in mind that work that is already underway or completed cannot be funded through this grant.</b></li> <li>For grant-funded projects involving historic properties, ALL WORK must comply with the</li> </ul>

	<p>Secretary of the Interior's Standards for Treatment of Historic Properties. (Copies of the Standards may be obtained from the National Park Service website: <a href="http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm">http://www.nps.gov/history/hps/tps/standards/rehabilitation.htm</a>)</p> <ul style="list-style-type: none"> <li>Below is a typical example of the information you are being requested to provide:</li> <li>"In 1996 the Historic Smalltown Society acquired the George Brown House in Smalltown as a permanent headquarters. Over the course of four years the organization has raised money in an ambitious effort to restore the main block to its c. 1850 appearance. With the aid of the architectural and historical information inherent in the house, in addition to historic images of the property taken between 1897 and 1910, missing features can be restored to the exterior of the building. The project is proposed to be executed in several phases with the initial work focused on repairs and rebuilding of the chimneys, and the replacement of the deteriorating roofing. Following phases will include the repair and replacement of historic window sash, design and construction of a shed-roofed addition containing a kitchen and utility room, addition of a ramp for handicapped accessibility, and installation of mechanical systems, new plumbing, and new wiring. Ultimately the Society hopes to repair and rehabilitate the interior surfaces of the building. This grant application is for the first phase of the project. The masonry repairs to the chimneys are to be performed using an appropriate mortar mix to match the original as closely as possible in composition and color. The asphalt shingle roof will be removed. Roof framing repairs will be made and a standing seam metal roof (similar to that in the historic photos) will be installed."</li> <li><b>Lead-based paint:</b> If the intent of your project is to remove lead-based paint, or if the project that is proposed has the potential to cause disturbance to or penetration of surfaces that contain lead paint, you should be aware that lead can be a harmful material. For more information, see the Maryland Department of the Environment website at <a href="http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/Pages/Programs/LandPrograms/leadcoordination/index.aspx">http://www.mde.state.md.us/programs/Land/LeadPoisoningPrevention/Pages/Programs/LandPrograms/leadcoordination/index.aspx</a>.</li> <li><b>Ground disturbance</b> related to your capital project may impact archaeological remains. For guidance regarding archaeology on your property, contact Charlie Hall, State Terrestrial Archaeologist, at (410) 514-7665 or <a href="mailto:chall@mdp.state.md.us">chall@mdp.state.md.us</a>.</li> </ul>
15	<p><b>Project Budget:</b></p> <ul style="list-style-type: none"> <li>The amount of AAHPG funds requested should be in an even \$1000 increment.</li> <li>The maximum grant award is \$100,000.</li> <li>See Grant Guidelines for complete information about eligible costs and matching funds.</li> <li>All grant funds AND match funds must be spent on the scope of work you have defined as your "project".</li> <li>Applicant match (cash and in-kind), may come from non-state sources such as corporate, institutional, and individual donations or pledges to provide direct funding for the proposed project or to provide in-kind services.</li> <li>Please note that other state funds cannot be used as match for this grant.</li> <li>Funds already spent toward the physical care and/or improvement of the property prior to a grant award cannot count as match, and cannot be paid from grant funds.</li> <li>Local governments, business entities, and individuals must match the grant dollar for dollar in cash and / or an equivalent value if in-kind services. Nonprofits are exempt from matching requirements, but a strong cash or in-kind commitment is recommended and will enhance the competitiveness of the application. <b><i>In no case should a match in excess of a dollar-for-dollar match be proposed.</i></b> For example, if the "project" you have defined</li> </ul>

	<p>will cost \$250,000, you may request \$100,000 in AAHPG grant funds, commit a \$100,000 match, and include \$50,000 as “other project costs”.</p> <ul style="list-style-type: none"> <li>Sponsors of projects that consist solely of pre-development activities should also create an itemized budget.</li> <li>This sample (see below) is for guidance only in completing Question #15. Your budget must be specific to your project. Do not simply duplicate the line items below for your budget.</li> </ul>																																																
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16	<p><b>Other State Funding:</b></p> <ul style="list-style-type: none"> <li>For more information about the Tax Credit Program, please see: <a href="http://mht.maryland.gov/taxcredits.html">http://mht.maryland.gov/taxcredits.html</a></li> <li>Please note that participation in the tax credit program may affect the amount of grant funds awarded, and use of State grant funds will reduce any tax credit / refund available under the tax credit program. The tax credit may not be used as match for this grant.</li> <li>Please note that other state funds cannot be used as match for this grant.</li> </ul>																																																
18	<p><b>Project Schedule:</b></p> <ul style="list-style-type: none"> <li>Please refer to the grant administration schedule in the Grant Guidelines in determining your project schedule. Keep in mind that you will need to define a specific project that can be completed within the two-year window.</li> <li>Indicate the essential events towards implementing your project and the approximate dates each will occur.</li> <li>Items may include acquisition of the property, completion of a preliminary phase of work, hiring an architect to develop designs/plans, bidding the project, holding pre-bid/pre-construction meetings, contracting with a licensed contractor, beginning construction, specific phases of construction, and proposed completion of construction.</li> </ul>																																																
24	<p><b>Accessibility:</b></p> <ul style="list-style-type: none"> <li>It is important that areas of your property that are open to the public can physically and/or programmatically accommodate the needs of those with disabilities as required by the</li> </ul>																																																

	Americans With Disabilities Act, 1990 (ADA). If you have concerns about accessibility, please contact Michael Day at 410-514-7629 or by email at MDay@mdp.state.md.us for more information or contact the Maryland Department of Disabilities at 410-767-3660 (Toll Free / TTY 1-800-637-4113) or through their website at <a href="http://www.mdod.maryland.gov">www.mdod.maryland.gov</a> .
30	<b>Priority Funding Area (PFA) Status:</b> <ul style="list-style-type: none"> <li>• See application Checklist of Attachments, #15.</li> </ul>